

**Simsbury Public Library – Board of Trustees  
TOWN OF SIMSBURY  
REGULAR MEETING MINUTES  
Monday, May 16, 2016 at 7:00PM  
Simsbury Public Library – Program Room 2  
725 Hopmeadow Street, Simsbury, Connecticut**

**PRESENT:** David Blume, Anne Erickson (7:10PM), Charmaine Glew, Linda Johnson, Lauren Miller (7:08PM), Marianne O'Neil, Mark Orenstein, and Polly Gardow Rice; Friends of Simsbury Public Library Director Bert Kaplan, and Library Director Lisa Karim.

**ABSENT:** Gail Ryan.

**1. CALL TO ORDER – ESTABLISH QUORUM:**

Chairman Marianne O'Neil called the meeting to order at 7:00PM.

**2. APPROVAL OF MINUTES – APRIL 18, 2016:**

The April 18, 2016 Minutes should be amended as follows:

- Second page, second full paragraph, the winner of the raffle ticket for the annual lunch was identified as *Suzanne Bato* when it should have read *Suzanne Battos*;
- Second page, sixth full paragraph, the portion that reads, "...Ms. O'Neil asked whether there were any updates on the work expected at the Memorial..." should instead read, "...Ms. O'Neil asked whether there were any updates on the work expected at the Veteran's Memorial..."
- Third page, first paragraph, the portion that reads, "...there was discussion around taking the Reference office staff out to Tech Services..." should instead read, "...there was discussion around moving the Reference office staff out to Tech Services..."
- Third page, first paragraph, the portion that reads, "...She noted that dedicated space is needed for the sewing rooms..." Should instead read, "... She noted that dedicated space is needed for the sewing rooms and other equipment..."
- Third page, fourth paragraph, the portion that reads, "...She reported that she went ahead and filed first form..." should instead read, "...She reported that she went ahead and filed the first form..."
- Third page, fourth paragraph, the portion that reads "...Ms. Karim explained that the application can be canceled at any time..." should instead read, "...Ms. Karim explained that the application can be canceled at any time before filing the third form..."

**MOTION:** Mr. Blume, Ms. Johnson second, **to approve the April 18, 2016 Minutes as amended; unanimously approved.**

**3. PUBLIC AUDIENCE:**

No business was discussed.

**4. COMMUNICATIONS:**

Ms. O'Neil passed around a copy of the April 24, 2016 Hartford Courant article reporting the Library as recipient of a \$1,125 grant from Connecticut Humanities, a nonprofit affiliate of the National Endowment for the Humanities.

## **5 FRIEND'S REPORT:**

Ms. Gardow Rice reported that the Friends spoke about the donation of funds to be put towards the Innovation Workshop space with some coming from the Jewel Gutman Fund as well as some coming from the Friends.

Mr. Kaplan reported that the trip last week to the Neue Gallery and Metropolitan Museum of Art went very well.

Ms. Karim reported that the luncheon scheduled for Thursday has been sold out, with as many as 190 tickets being purchased.

## **6. CHAIR'S REPORT:**

Ms. O'Neil acknowledged the Library staff for their efforts in putting together the Volunteer Luncheon. She also reminded the Board that the vote on the town's budget had been delayed pending disposition of the state's budget. Ms. O'Neil noted that a public hearing is scheduled for Wednesday, May 18, 2016 and the referendum will likely be June 7, 2016.

## **7. DIRECTOR'S REPORT:**

Ms. Karim reported that she does not have any additional updates with regards to the Veteran's Memorial beyond that it was going out to bid two weeks ago.

Mr. Blume praised the new seed library, noting that it was very interesting with most of the seeds being organic. Ms. Karim reported that Circulation Assistant Jan Crowe will be retiring effective June 1, 2016. She explained that the job description for this position was in need of revision and that the revised job description is currently with Town Hall. Once the Personnel Subcommittee has approved it, the position will be posted, according to Ms. Karim.

Mr. Blume suggested a version of the statistics report be presented in a graph form, to reflect both last year's numbers against this year's numbers. Ms. Karim noted that this might be something her office could take on in the future.

## **8. BUDGET:**

Ms. Karim reviewed the budget, noting that there have been more issues identified with the HVAC system. She also reported that they are still trying to eke out money for parking lot lines.

Ms. Karim updated the Board regarding the Connecticut Education Network (CEN), noting that the CEN's budget did take a hit on Friday and at this point, she was unsure whether those charges would be passed along. She noted that she will be filing the second E-Rate form and that once more information is obtained, E-Rate will be discussed again.

## **9. INNOVATORS' WORKSHOP:**

Ms. Karim reported that the Library is moving forward with the construction of the Reference Office. She noted that Reference staff will be moved into their new area within the Tech Services area by June 24, 2016.

## **10. STRATEGIC PLANNING:**

Mr. Blume distributed a copy of the two-page summary from the Strategic Planning subcommittee. He also distributed a two-sided document with one side containing library service responses and the other side containing priorities coming out of the questionnaires and the number of votes by the thirteen-person committee.

Mr. Blume explained that from these priorities presented through the questionnaires, the Committee will now seek to identify strengths, weaknesses, opportunities and threats. From these, the substantive part of the report will be drafted, according to Mr. Blume.

Discussion ensued regarding the priorities with members sharing observations and reflecting on the results.

Ms. O'Neil had requested that the Board review their summer plans and as she is attempting to ascertain whether enough members will be present to make up a quorum for the August 15, 2016 meeting.

**MOTION:** Ms. Glew, Ms. Gardow Rice second, **to adjourn at 7:50PM; unanimously approved.**

**Respectfully submitted,**

**Pamela Colombie  
Commission Clerk**